



Speak Up & Be Effective™

Communicate with confidence. This one-day program is limited to seven participants.

LEARN HOW TO:

- Think on your feet
- Project more confidence
- Manage nerves
- Craft messages that are clear, concise, and focused

HOW WE'LL DOUBLE YOUR PRESENTATION SKILLS:

- Demonstrations by Instructor: Effective presentations that are concise, focused messages with clear points.
- Exercises:
 - Participants practice appropriate eye contact, body language, and tone of voice to engage and energize their audience.
 - Participants create a Key Word Outline that is organized and focused for an upcoming communication/presentation.
- Demonstrations by Participants
 - Delivery of impromptu and prepared presentations (4-5 depending on group size)
 - Recording and playback of presentations
 - Positive and corrective feedback from peers and coach against measurable, objective standards
 - Written critique

BENEFITS TO YOU AND YOUR ORGANIZATION:

- Self-awareness of how others see you
- Increased comfort and confidence when communicating with others
- New skills to effectively communicate your message

INVESTMENT INCLUDES:

- Instruction and focused coaching
- All training materials
- Video recording of all individual presentations
- Action planning

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NOTE:

The next appropriate step in the development of these participants is our Speak Up & Be Effective™-Momentum program. Speak Up & Be Effective™ may be brought in-house for members of your organization. You are responsible for travel and expended when outside of West Michigan.

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